

The **Parks and Recreation Board** met Monday, September 15, 2014, 4:45pm, at the Parks office. Present at said meeting were Karen Springer, John MacDonald, Aimee Jacobsen and Park Board Attorney, Andy Gutwein. Pennie Ainsworth, Lee Booth, Chris Foley, Bess Witcosky, Dan Dunten and Cheryl Kolb represented the department. Absent were Park Board members Pat Flannelly, Jeff Love and Council President, Ann Hunt.

Karen convened the Board at 4:51pm.

The first item of the agenda was the approval of the minutes from the August 18, 2014 meeting. Aimee motioned to approve the minutes. John seconded the motion, and the motion carried.

Superintendent – n/a**Assistant Superintendent – Pennie reported on the following:**

- The 19th Annual Global Fest was held August 30. Despite the weather forecast, we did not have any rain. Attendance seemed to be down. We had fewer food and market place vendors. I would like to thank our major sponsors, Vectren Foundation and Purdue Federal Credit Union. The cost to hold the event was approximately \$15,000.00. I would also like to thank our volunteer committee members, Karen Springer (Market Place vendors), Dot Wankat (Food), Linda Eales (Naturalization), Chris Campbell (Volunteers), Nick Schenkel, Scott Tracey and Sonya Margerum.
- The Coed and Men's softball leagues are finished for the season. The senior group is still playing on Tuesday and Thursday mornings.
- The Greater Lafayette Regional Soccer Alliance has given us \$550.00. The money is to offset the cost of having the restrooms at Cumberland Park cleaned on a weekly basis during the fall soccer season.
- Chris and I will be attending the NRPA Congress October 13-17 in Charlotte, NC.

Parks – Lee reported on the following:

- Inspections are available
- Repaired and replaced a portion of one of the bridges along Hollowood Trail in Happy Hollow Park.
- Cleaned up quite a few trees along trails in various parks due to the weather
- Majority of time spent trying to keep up with cutting all of the parks

Recreation – Chris reported on the following:

- Registrations are now being accepted for all Fall classes
- Brochures were mailed at the end of August. Priority registration was given to mail-in registrations with all other forms of registrations beginning September 4.
- The Fall Volleyball program for Grades 4, 5 & 6 will start this Saturday, September 20. Annie Dooley, West Lafayette Volleyball alum, will be offering instructions.
- Mark Acher is offering training for the Purdue 5K race in October.

Morton Center – Bess reported on the following:

- Morton Faculty Meeting took place September 3. It was a very good information sharing session and allowed our instructors to see each other and chat about what each

of us does at Morton, how we can work together in the future. We were also able to go over administrative and safety protocols in general.

- Morton will be partnering with the West Lafayette Public Library for "Family Fun Day", Sunday, October 26 from 1:00pm-4:00pm. This will be in place of our Open House "Popcorn Social" from last year. We will have a similar format to last years' open house, which included information tables, demonstrations, mini performances and opportunities for the community to try samples of different activities. We will also have popcorn!
- Chain Link Fence Project: Morton has received a small grant to install a work of art on our chain link fence. Tentative Installation Date: October 18. The inspiration is pinwheels and wind, but may also include woven privacy slats and "put in cups". The work would be up for one year (dependent upon the weather's effects on the materials). It is a community art project that will incorporate volunteers from in and around Morton and the community. It is in conjunction with the WL Public Art Team.
- Art on the Wabash will be at Tapawingo Park this Sunday, September 21 from 10:00am-4:00pm.

Stewardship – Dan reported on the following:

- We will be purchasing four solar, motion detector lights for the parking lot near the Lilly Nature Center and mounting them on simple wood poles. The purpose is to provide some amount of light for when people leave evening meetings. In addition to the safety factor, these will also help provide some sort of security for the area.
- I am working with a Purdue class to conduct a feasibility study and develop a proposal for a special handicap accessible trail at the Nature Area. I am not aware of anything like this in the area. They will research other similar trails in the US, study ADA guidelines, and come up with a couple possible locations for the trail, as well as their design, funding sources and educational devices that can be utilized. I can see us having mulit-sensory interpretive signs that include graphics, text, audio description, tactile elements, guided imagery and interactive devices.
- I have been in contact with David Meihls, the City's ADA consultant, and he is very interested in assisting with this project. Nature and our parks are for all interested individuals, and this type of trail could open up a world of enlightenment for these individuals.

Old Business

Pony Baseball

Jim Boyle introduced himself and provided some brief information regarding the group's progress with fundraising, which will allow for improvements and help them move forward with the installation of a permanent fence. Jim requested quotes from Mr. Fence-It, and from Green Star. Those quotes are for commercial-grade chain-link fence. The quotes are as follows:

- Mr. Fence-It: 4' - \$9,300.00 6' - \$11,000.00
- Green Star Fencing: 4' - \$7,900.00 6' - \$ 9,500.00

Due to the significant difference in cost, the group would like to go with the lower bid from Green Star Fencing. They are looking to add a 4' commercial-grade, chain-link fence with a windscreen and a cap on top of the windscreen, along with a gate that will be large enough to accommodate the mowers. They are also interested in scraping down the mound and using a portable mound. Discussion followed. Aimee motioned to

approve the fencing addition, with gate and windscreen, and the scraping of the mound for use of a portable mound to the Pony Baseball field as presented. John seconded the motion, and the motion carried.

Utility Easement

Andy reported, per the discussion at last month's meeting, he followed up with the attorney for the Indiana American Water Company regarding a water line easement, which was granted, along Happy Hollow Road near the entrance to the park. The easement avoided cutting down a tree and going through some developed areas. They were able to proceed with the work through verbal discussions. Language with the paperwork was addressed, and the legal paperwork is now available to approve the project officially. Aimee motioned to approve the water line easement as presented. John seconded the motion, and the motion carried.

New Business**Consideration of Special Request**

Jessica Yorzinsky presented a request for a student research project with birds at Lilly Nature Center. She is seeking permission to trap songbirds at the Lilly Nature Center for a project investigating predator detection abilities. There would be a need to trap the birds, using mist netting, and relocate them for approximately 1-2 weeks so that they conduct the experiment. If possible, she would also use the birds for a physiology experiment, which would involve euthanizing them; if not possible, the birds would be released back at the Lilly Nature Center. The Board consensus was to not allow the research at the Lilly Nature Center.

West Lafayette School Board – Karen reported the following:

- The National Merit Semi-Finalist list has come out and we have fourteen, which might be a record. Usually, we have twelve to thirteen students. We wish them well as they work to become a Merit finalist.
- There is a National Public Schools Superintendent Association and each state divides the state into districts. Each district has a Superintendent of the Year Award and for this year, the award for District 4 goes to Rocky Killion. He is now in the running for the State Superintendent Award.

Wabash River

- Andy reported the old structures located at the old Port-A-Potty site are now coming down. There were utility issues that had to be addressed, and have since been resolved, allowing the work to begin.
- We are working to put together some ideas for a study proposal of reuse of the City Golf Course area, along with other nearby areas.

Other**“Little Free Libraries”**

Pennie presented a request from the West Lafayette Public Library to allow “Little Free Libraries” to be installed at several of our parks for a current study being conducted.

The West Lafayette Library is working in conjunction with Daphene Koch, and her fall and spring classes, of Purdue's Building Construction Management Technology Department. The group is working towards the goal of nurturing a culture of reading and sharing throughout the West Lafayette community. The focus is to encourage residents of all ages to exercise their minds and their bodies, pushing them to involve their creativity both mentally and physically. The fall semester will be used to develop plans for the libraries, focus on their neighborhood locations, with the plans being voted on by the public. Once finalists are selected, the class members will concentrate on building the actual libraries during the spring semester, with installation taking place in April or May. The West Lafayette Public Library will assume responsibility for the care and maintenance of the Libraries once they are installed. Once the study is complete, the Board would like them to work with the staff on more permanent locations. Aimee motioned to approve the project for the "Little Free Libraries" as presented. John seconded the motion, and the motion carried.

Purchasing Control Policy

Pennie presented information to the Board regarding the new Purchasing Control Policy, in which employees have the authority to purchase items for the department that cost less than \$500.00 without authorization. Purchases between \$500, and less than \$1000, require verbal approval from their Supervisor. The Superintendent must authorize all conference, lodging and airfare travel. Pennie also noted purchasing cards will soon be issued to employees authorized to make purchases. Discussion followed. Aimee motioned to approve the new purchasing policy as presented. John seconded the motion, and the motion carried.

Pool Policy

Chris presented a request to increase the age for a child to come to the pool without an adult. We are proposing to increase the age from 10 years old to 12 years old. Discussion followed. The policy will now read, "Children 12 and under must be accompanied by a responsible adult." Aimee motioned to approve the age change for the pool. John seconded the motion, and the motion carried.

Chris informed the Board that we will be coming to them in the near future to request some changes to facility rentals, such as adding our sales tax that we pay on top of the rental fee rather than absorbing the tax in the rental fee.

Meeting Changes

Pennie asked if we could have a change of location for next month's Park Board meeting due to Sue's absence, along with Pat Flannelly's absence. The meeting was scheduled to meet at the Riverside Skating Center. It will now be at the WLPR Conference Room. At the Board's request, meeting times for the remainder of the year will begin at 4:45pm, rather than 4:30pm. The staff will check with the Clerk's office regarding the legal aspects for advanced notification of the changes.

Amphitheater Rentals

Dan noted that in July the Board asked him and Bess to look at some possible rental rates for use of the outdoor classroom at the Nature Center. Dan noted that he tried doing some nationwide searches to find other facilities similar to ours at the Nature Area, along with providing information on the county's Amphitheater. Currently we have

two people waiting for the outcome of this meeting that are interested in reserving the facility. One is interested in having a wedding, and the other would like to use the area for a one-man guitar, Christian music performance. Dan reported that he met with Pat Flannelly last week at the Nature Center to discuss the area. Dan said that he and Bess are recommending a \$10.00 per hour rental fee, regardless of the type of event, to help simplify the reservation process. We still need to look at minimum rental times and restroom availability. We have discussed a flat rate of \$25.00 to make the restrooms available if the event is happening during the hours that the Center is not open. Dan supports allowing the current groups, such as the Sycamore Audubon Society, Wednesdays in the Wild, INPAWS, etc. to continue using the facility at no charge. He noted he would like to be able to open it up to other groups by allowing them to use the facility. Discussion followed. The Board would like some time to give further consideration and guidance on what the Park staff deems appropriate uses for the Lilly Nature Center and the Amphitheater area.

Pay Claims

John motioned for claims to be paid. Aimee seconded the motion, and the motion carried.

Adjourn

Aimee motioned to adjourn the meeting. John seconded the motion, and the meeting adjourned at 6:21pm.

Presiding Officer

Secretary

File: Cheryl/2014Park Board Minutes/Minutes#09/September2014